

FY 02 NAF BUDGET GUIDANCE ITR/CTO PROGRAM

TRANSACTION CODES FOR RECTRAC!

Transaction Type	Dept Code	Dept Code Description	GLAC	GLAC Description	ITR Transaction Code Range
ITR Program and Location or Facility					* 10XX-1499
Tickets: (Ticket Module)					** XX01-XX10
Prepaid Tickets	B5	Ticketing	301-306	Sales	XX01
Consignment Tickets	B5	Ticketing	240 550	Other Accounts Payable Consignment Income	XX01
Vouchered Tickets	B5	Ticketing	202 550	Deposit Payable Consignment Income	XX01
Commissions from Tickets Sales & Reservations (when ITR collects the full ticket price)	B5	Ticketing	240 502	Other Accounts Payable Commission Income	XX01
Service Fees/Handling Fees applied to Ticket Sales	B5	Ticketing	240 527	Other Accounts Payable Service Charge Income	XX01
Movie Theatre Tickets sales	B5	Ticketing	301-306	Cash/Credit Sales	XX01
Service fee applied to movie theatre tickets	B5	Ticketing	240 527	Other Accounts Payable Service Charge Income	XX01
Sales/svcs to other MWR progs	B5	Ticketing	307/598	Intra-fund Sales/Transaction Revenue	XX01
Hotels/Lodging & Vehicle Rentals: (Ticket Module)					** XX11-XX29
Prepaid lodging arrangements	B6	Hotels	240 501	Other Accounts Payable Service Income	XX11
Vouchered lodging Arrangements	B6	Hotels	202 550	Deposits Payable Consignment Income	XX12
Lodging (Commissions only)	B6	Hotels	502	Commission Income	XX13
Service/Handling Fees Applied to Lodging Arrangements	B6	Hotels	240 527	Other Accounts Payable Service Charge Income	XX14
Service/Handling Fees Applied to Vehicle arrangements	B8	Vehicles	240 527	Other Accounts Payable Service Charge Income	XX21
Prepaid vehicle arrangements	B8	Vehicles	240 501	Other Accounts Payable Service Income	XX22
Rental Car (Commissions only)	B8	Vehicles	502	Commission Income	XX23
Vouchered Rental car arrangements	B8	Vehicles	202 550	Deposits Payable Service Charge Income	XX24
Services sold to other MWR progs	B8	Vehicles	598	Intra-fund Transaction Revenue	XX25
Tours & Travel Services: (Activity/Trip Module)					** XX30-XX49
Advance Revenue from ITR operated Local Tours	B7	Tours	267	Misc Unearned Income	XX30
Execution of ITR operated Tour	B7	Tours	Dr 267	Misc Unearned Income	XX31
Execution of ITR operated tour, or no advance payment for a tour	B7	Tours	501	Service Income	XX32
Local Tours via Tour Wholesalers (ITR collects full tour price)	B7	Tours	240 502	Deposit Payable Commission Income	Use Ticket Module XX33

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Local Tours (partnering arrangement made/sold on behalf of other MWR activities, i.e., youth activity trips, outdoor recreation trips, BOSS, etc. when full price is accepted by ITR)	B7	Tours	527	Service Charge Income (ITR only)	Access sponsoring MWR activity and process transaction for the sponsor (XX34 ITR only)
Local Tours where arrangements are made or sold on behalf of private organizations, i.e. wives clubs, ski clubs, chapel groups, etc.	B7	Tours	202 527	Deposits Payable Service Charge Income	Use Ticket Module XX35
Unit Tours where arrangements are made on behalf or sold to military units, including Hail & Farewell, affinity tours, morale trips, etc.)	B7	Tours	202 527	Deposit Payable Service Charge Income	Use Ticket Module XX35
Other charter travel arrangement using NAFI owned vehicles	B7	Tours	267	Misc Unearned Income	XX30
Execution of other travel arrangement using NAFI vehicles	B7	Tours	Dr 267	Misc Unearned Income	XX31
Execution of other travel arrangement using NAFI vehicles	B7	Tours	501	Service Income	XX32
Other travel arrangements (buses, etc.) chartered services	B7	Tours	240 527	Other Accounts Payable Service Charge Income	Use Ticket Module XX35
Service Fees/Handling charges applied to tour & travel services	B7	Tours	240 527	Other Accounts Payable Service Charge Income	Use Ticket Module XX35
Rail travel arrangements (scenic)	B7	Tours	240 501	Other Accounts Payable Service Income	Use Ticket Module XX36
Tour & Travel commissions only	B7	Tours	502	Commission Income	XX37
Tour & Travel services sold to other MWR programs	B7	Tours	598	Intra-fund Transaction Revenue	XX38
Commercial Travel Office					
Use CTO Location Code			240	Other Accounts Payable	Use Ticket Module
Cruises and cruise package tours	B7	Tours	502	Commission Income	XX43
Use CTO Location Code			240	Other Accounts Payable	Use Ticket Module
Vacation packages	B7	Tours	502	Commission Income	XX43
Use CTO Location Code					
Other travel arrangements (pet shipment, travel insurance, passport photos, etc.)	B7	Tours	240 502	Other Accounts Payable Commission Income	Use Ticket Module XX43
Use CTO Location Code					
Service charge on other travel arrangements (pet shipping, travel insurance, passport photos, etc.)	B7	Tours	240 527	Other Accounts Payable Service Charge Income	Use Ticket Module XX44
USE CTO Location Code					
Commissions only	B7	Tours	502	Commission Income	XX45
Use CTO Location Code Travel services purchased by other MWR programs	B7	Tours	598	Intra-fund Transaction Revenue	XX49

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Other Misc Services					** XX50-XX69
Automobile Club Memberships/ commissions on membership sales	F2	Misc Sales	240 502	Other Accounts Payable Commission Income	Use Ticket Module XX50
Publication Sales (prepaid)	F2	Misc Sales	301-306	Cash/Credit Sales	XX51
Publication Sales (consignment)	F2	Misc Sales	240 550	Other Accounts Payable Consignment Income	Use Ticket Module XX52
Publication Sales (commissions)	F2	Misc Sales	240 502	Other Accounts Payable Commission Income	Use Ticket Module XX53
Service Fees/Handling Fees (Miscellaneous/Other)	F2	Misc Sales	240 527	Other Accounts Payable Service Charge Income	Use Ticket Module XX55
Sale of Travel Merchandise (luggage tags, inflatable pillows, athletic bags, travel games, etc.)	F2	Misc Sales	301-303	Cash/Credit/Layaway Sales	XX56
Clothing Merchandise (T-Shirts, ball caps, etc.)	F2	Misc Sales	301-303	Cash/Credit/Layaway Sales	XX56
Software Sales (computer travel programs or games, travel videos, etc.)	F2	Misc Sales	301-303	Cash/Credit/Layaway Sales	XX56
Sales Discounts on Merchandise	F2	Misc Sales	305	Customer Discounts	XX57
Sales to another MWR Program	F2	Misc Sales	307	Intra-fund Sales	XX58
Software Rentals (computer travel programs or games, travel videos, etc.)	F2	Misc Sales	504	Rental and usage Fee Income	Use Rental Module
Promotional Revenues					** XX70-XX75
Entry/Registration Fees for Travel Trade Shows	F2	Misc Sales	507	Guaranteed Participation Income	XX70
Rental of equipment/furnishings in support of travel trade show (items not included in Registration Fee)	F2	Misc Sales	504	Rental and Usage Fee Income	Use Rental Module
Revenues from special events with commercial sponsorship	F2	Misc Sales	553	Commercial Sponsorship Income	XX72
Unique installation-wide special events	F2	Misc Sales	503	Special Events Income	XX73
Other					
Issuance of gift certificates	F2	Misc Sales	267	Misc Unearned	XX81
Other Prog Registrations					
Revenues received for registration in other programs' events or activities, for example, registration for Crafts Classes, Aerobics Classes, Youth Sports, etc.	***	N/A	***	***Access sponsoring MWR activity and process for the sponsoring activity	***XX90

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SPECIAL NOTES ON TRANSACTION CODES (SEE NEXT PAGE)					
* The 1st and 2nd digit of T/C number designates the ITR program and location/facility					
	(1)	10 (ITR/service provided by CTO Contractor via contract)			
	(2)	11 (ITR services provided by MWR, from facility #1)			
	(3)	12 (ITR services provided by MWR, from facility #2)			
	(4)	13 (ITR services provided by MWR, from facility #3 – usually remote location such as a special event at stadium, sales at a travel show, etc.)			
	(4)	14 (Tickets or other services sold from a kiosk or other automated, customer self-service machine)			
** The 3rd and 4th digit of T/C number designates the program transaction type:					
	(1)	Tickets (numbers 01 thru 10)			
	(2)	Hotels/Lodging & Vehicle Rentals (numbers 11 thru 29)			
	(3)	Tours & Travel Services (numbers 30 thru 49)			
	(4)	Other/Miscellaneous Services (numbers 50 thru 69)			
	(5)	Promotional Revenues (numbers 70 thru 80)			
	(6)	Other 81 thru 89			
*** Transcode “90” should be used only when the ITR office uses a stand-alone application of RecTrac! V2.					
If there is a central server linking all activities to RecTrac! V2, the clerk should pick the Financial Activity Module to transact the registration/sale under the exact applicable activity, i.e., Arts & Crafts, Sports, Youth Services, etc.					